



Access to Home Help Records Instructions

“Working to protect, preserve, and promote the health and safety of the people of Michigan by listening, communicating, and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establish customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

Access to Home Help Records Instructions

- Existing Individual Providers

Sign into the State of Michigan Single Sign On by going to **<http://sso.state.mi.us>** and entering your User ID and Password. This will take you to the Single Sign On Application Portal.

Google - Windows Internet Explorer

https://sso.state.mi.us/

State of Michigan Single Sign On

INTERN

Please Login or Sign-Up to use Single Sign-On

Login

User ID:

Password:

Login

Forgot Password?

If you have forgotten your password, click Need Password. Single Sign-On system will email you a new temporary password.

Need Password

Michigan.gov Home | Hel

Below is the display of the Application Portal.

Click on the **CHAMPS** hyperlink.

Read the MDCH Systems Use Notification on the next page and click **Acknowledge/Agree**.

***NOTE: You will have to do this every time you access CHAMPS.

State of Michigan Single Sign On

Application Portal

WELCOME Jane Doe,

Your password will expire in 121 days.

You are currently subscribed to the following applications:

- [CHAMPS](#)

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[Sign Off](#)

State of Michigan Single Sign On

User ID: doej1111

[Sign Off](#)

MDCH Systems Use Notification

The Michigan Department of Community Health's (MDCH) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDCH. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDCH systems for commercial or partisan political purposes.

Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

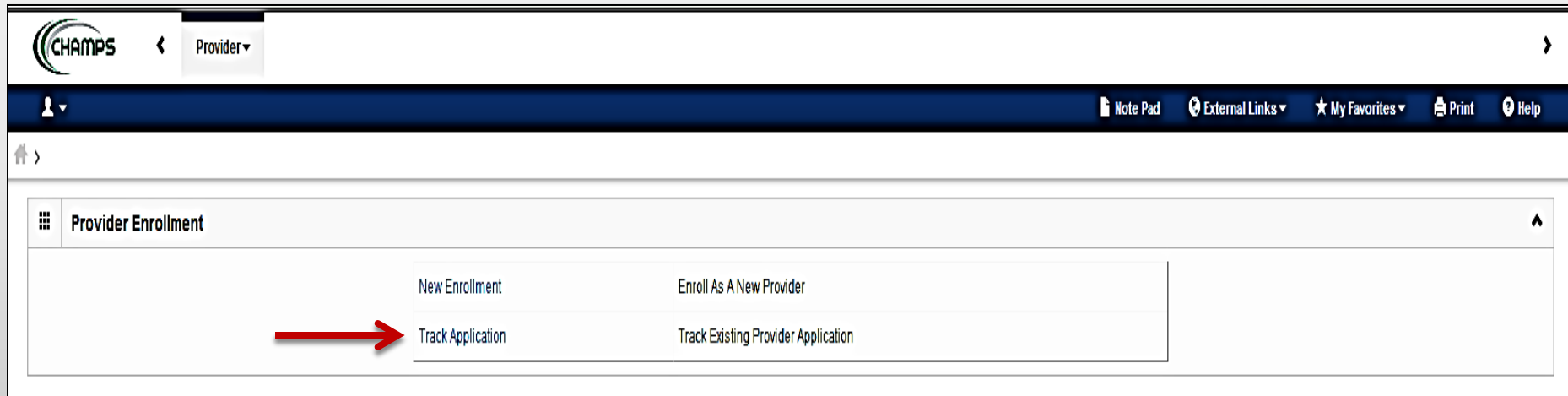
All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By accessing information provided by the Michigan Department of Community Health computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

Acknowledge/Agree

Cancel

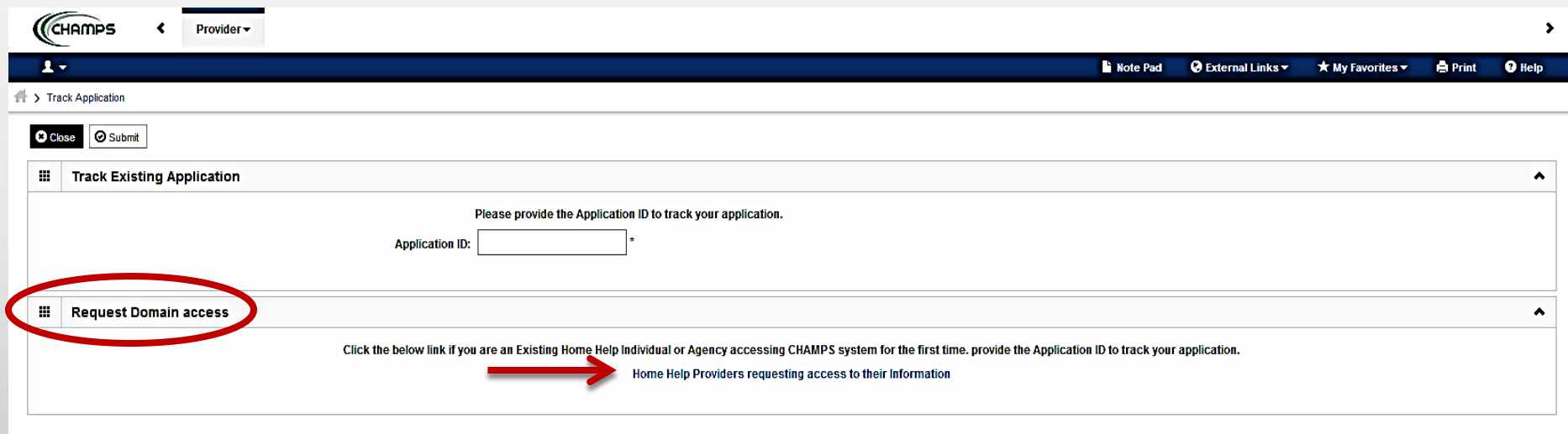
Below is the display of the CHAMPS home page for an existing provider. Click on the **Track Application** hyperlink.



The screenshot displays the CHAMPS home page for an existing provider. The page features a navigation bar at the top with the CHAMPS logo, a 'Provider' dropdown menu, and a dark blue header containing a user profile icon, 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'Provider Enrollment' and contains a table with four links. A red arrow points to the 'Track Application' link.

Provider Enrollment	
New Enrollment	Enroll As A New Provider
Track Application	Track Existing Provider Application

In the **Request Domain Access** section, click on the **Home Help Providers requesting access to their information** hyperlink.



The screenshot displays the CHAMPS web application interface. At the top left is the CHAMPS logo. A navigation bar contains a 'Provider' dropdown menu. Below this is a dark blue header with a user profile icon and links for 'Note Pad', 'External Links', 'My Favorites', 'Print', and 'Help'. The main content area is titled 'Track Application' and includes 'Close' and 'Submit' buttons. It features two expandable sections: 'Track Existing Application' and 'Request Domain access'. The 'Request Domain access' section is circled in red and contains instructions for new users, a red arrow pointing to a hyperlink, and the text 'Home Help Providers requesting access to their Information'.

CHAMPS

Provider

Note Pad External Links My Favorites Print Help

Track Application

Close Submit

Track Existing Application

Please provide the Application ID to track your application.

Application ID:

Request Domain access

Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time. provide the Application ID to track your application.

[Home Help Providers requesting access to their Information](#)

Choose **Individual**.

Enter the required information indicated by the asterisk (*).

Check the box verifying that you have read and agree with the **Terms and Conditions**.

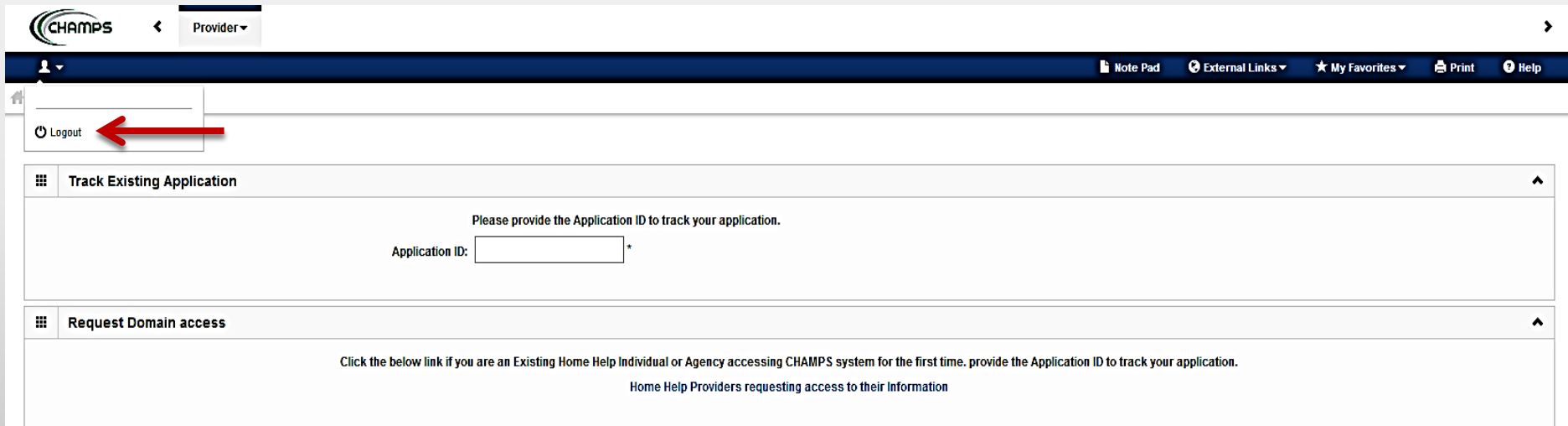
Click **Submit**.

Click **OK** on the text box that pops up.

***NOTE: The information you enter *must be exactly the same* as it was entered in Bridges. If you are unsure how your information was entered in Bridges, please contact the Home Help Call Center for assistance: 1-800-292-2550.

The screenshot shows the CHAMPS web application interface. At the top, the CHAMPS logo and a 'Provider' dropdown menu are visible. The main navigation bar includes 'Track Application' and 'Request Domain Access'. The 'Request Domain Access' section contains a 'Close' button and a 'Submit' button, with a red arrow pointing to the 'Submit' button. Below this, there is a section titled 'Request Domain Access' with the instruction 'Please select to request CHAMPS domain access:'. Two radio buttons are present: 'Individual' (selected) and 'Agency', with a red arrow pointing to the 'Individual' button. Under the 'Individual' section, there are four text input fields, each marked with an asterisk (*): 'Last four digit of your SSN:', 'Date of Birth (MM/DD/YYYY):', 'First name:', and 'Last name:'. Red arrows point to each of these fields. Below the input fields is a 'Terms & Conditions' section. It contains a paragraph stating: 'In applying for Domain Access as a provider in the Medicaid Assistance Program (and programs for which the Michigan Department of Community Health (MDCH) is the fiscal intermediary), I represent and certify as follows:'. This is followed by two numbered items: '1. I am the applicant and/or the employer and certify that I have the authority to execute this on behalf of myself and/or the agency.' and '2. All of the information provided is true and accurate.' At the bottom of this section is a checkbox labeled 'By checking this, I certify that I have read and that I agree and accept the terms above.', with a red arrow pointing to it. A 'Message from webpage' popup is displayed in the center, containing a warning icon and the text: 'We found your information in our system and can give you access. To access your information please log out and log back into CHAMPS and select your name in the 'Select Domain' box at that time.' An 'OK' button is at the bottom right of the popup, with a red arrow pointing to it.

You are now enrolled to access Electronic Service Verification.
Click **Logout** to completely exit the system.



The screenshot displays the CHAMPS system interface. At the top left is the CHAMPS logo. To its right is a navigation bar with a left arrow, a 'Provider' dropdown menu, and a right arrow. Below this is a dark blue header bar containing a user profile icon with a dropdown arrow, and several utility links: 'Note Pad', 'External Links' (with a dropdown arrow), 'My Favorites' (with a dropdown arrow), 'Print', and 'Help' (with a question mark icon). A dropdown menu is open from the user profile icon, showing a 'Logout' option with a red arrow pointing to it. Below the header, there are two main sections. The first section, titled 'Track Existing Application' with a grid icon and an upward arrow, contains the text 'Please provide the Application ID to track your application.' and a form field labeled 'Application ID:' followed by an asterisk. The second section, titled 'Request Domain access' with a grid icon and an upward arrow, contains the text 'Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time. provide the Application ID to track your application.' and a link labeled 'Home Help Providers requesting access to their Information'.

CHAMPS

Provider

Logout

Track Existing Application

Please provide the Application ID to track your application.


Application ID: *

Request Domain access

Click the below link if you are an Existing Home Help Individual or Agency accessing CHAMPS system for the first time. provide the Application ID to track your application.

Home Help Providers requesting access to their Information

You will be directed back to the Application Portal.
From here, you can go back into CHAMPS and access the Electronic Service Verification (See *ESV Instructions* or *ESV Quick Reference Guide*).



State of Michigan Single Sign On

Application Portal

WELCOME Jane Doe,

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